

BOARD OF ASSESSORS MEETING
Wednesday, February 20, 2019 – 6:00pm – Rowe Town Hall
Meeting Minutes

1. **Call to Order:** Chair Williams called the meeting to order at 6:00pm
2. **Present:** Rick Williams, Ellen Miller, Sandy Daviau (Assessors' Clerk)
3. **Executive Session:** Under c.30A Sec. 21 (a), Item 7: NOT NEEDED
4. **Executive Session:** Under c.30A Sec. 21(a), Item 3: NOT NEEDED
5. **Minutes:** The Dec 12 (Reg & ES), Dec 19 (Reg & ES) and Jan 18 (Reg & ES), Jan 30: Tabled.
6. **BOA Vacancy:** The Board voted unanimously to recommend to the Selectmen that the two boards jointly appoint Herbert Butzke of 137 Leshure Road to the long-vacant seat on the Board of Assessors.
7. **FY19 Budget:**
 - a) Reviewed YTD Balances: Ops \$291.17. Note: \$225 will be needed for 4Q FY19 mapping services.
 - b) Review/Approve Payables:
 - Rick Williams postage reimbursement of \$12.60 approved. Rick declared "rule of necessity."
8. **FY20 Preliminary Budget:** At 6:45pm met with BOS/FinCom to present our FY20 budget proposal.
 - a) **GES – T&D Appraisal:** 4-Yr Contract for FY20-FY23 [fixed fee @ \$5K per year]. Assessors recommend entering into this contract to continue with the T&D appraisals. Will discuss with Selectmen during budget meeting on Feb 6th.
 - b) **Operations:** Plan was to increase Operations to cover *AssessPro* installation (sequel server \$1200 and migration \$1200) due to Selectmen's plan to replace the server which houses our *AssessPro* software. They stated the \$2400 for installation will come from their IT budget. NOTE: Our annual contract with Patriot Properties covers any *AssessPro* software upgrades needed throughout the year.
 - c) **Wages/Stipends:** Increased office staff wages by 2.5% COLA that town is recommending. Rounded to \$12,000. \$23.08 equals \$12,000 div by 520 hours (10 hrs/week), and is not necessarily what actual wage will be.
 - d) **Total:** Proposed FY20 Budget agreed upon:

| | <u>FY2020</u> | <u>FY2019</u> | <u>Increase</u> |
|------------------|---------------|---------------|-----------------|
| Wages/Stipends: | \$ 17,354 | \$ 15,554 | \$ 1,800 |
| Operations | \$ 9,600 | \$ 9,400 | \$ 200 |
| Total | \$ 26,954 | \$ 24,954 | \$ 2,000 |
| Special Projects | \$ 47,600 | \$ 24,600 | \$ 23,000 |
| TOTAL | \$ 74,554 | \$ 49,554 | \$ 25,000 |
9. **BOA Vacancy:** In a joint vote of the Board of Selectmen and Board of Assessors, Herbert Butzke was unanimously appointed to fill the vacancy on the Board of Assessors. His term will expire on the date of the Annual Election (May 18, 2019). Mr. Butzke indicated that he will take out nomination papers for the upcoming Annual Election. [The Selectboard returned to their Conference Room.]
10. **ABC (due March 1st):** Received Rowe Historical Society's 3ABC with Form PC and 990PF. Awaiting documents from Rowe Camp & Conference Center and New England Forestry Foundation.
11. **2018 Annual Report:** Rick submitted Assessors Annual Report on Feb 15th.

12. MVE Applications of Abatement: Unanimously approved the following applications:

| FY | Type | Owner | Bill # | Reason | Amount |
|------|------|-------------------------|--------|---------------------------------|----------|
| 2019 | MVE | UU Rowe Camp & Conf Ctr | | '98 Hond Accord - Sold Vehicle | \$47.50 |
| 2019 | MVE | Michael/Regina Phillips | | '14 Volvo S60 – moved to SC | \$86.25 |
| 2019 | MVE | Michael/Regina Phillips | | '18 Ford F150 – moved to SC | \$590.00 |
| 2019 | MVE | Margaret Parent | | '10 Honda Odyssey – moved to ME | \$83.75 |
| 2019 | MVE | Jeffery Parent | | '09 Honda – moved to ME | \$43.75 |

13. MVE Monthly List of Abatements: Unanimously approved the following abatements:

| FY | Type | Owner | Bill # | Reason | Amount |
|-------|------|-------------------------|--------|--------------------------------|----------|
| 2019 | MVE | UURC&CC (Rowe Camp) | | '98 Hond Accord - Sold Vehicle | \$47.50 |
| 2019 | MVE | Michael/Regina Phillips | | '14 Volvo S60 | \$86.25 |
| 2019 | MVE | Michael/Regina Phillips | | '18 Ford F150 | \$590.00 |
| 2019 | MVE | Margaret Parent | | '10 Honda Odyssey | \$83.75 |
| 2019 | MVE | Jeffery Parent | | '09 Honda | \$43.75 |
| TOTAL | | | | | \$851.25 |

14. New Deeds/Transfers: Reviewed and coded the following new deeds:

| From | To | Address | Map/Lot | Curr Value | Sale Price | Code |
|--------------------------|-------------------------------|-----------------------|---------|------------|------------|----------------|
| Lively, James & Deborah | Lively, James & Deborah Trust | 64 Dell Rd | 403-060 | \$193,000 | \$1.00 | NAL (Trust) |
| Cousineau, David & Heidi | York, Jillian Marie | 30 Old Cyrus Stage Rd | 403-040 | \$202,200 | \$212,000 | Arms Length |

15. Next Meeting: TBD

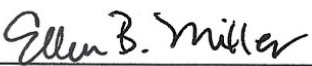
16. Adjournment: Meeting adjourned at 7:35pm.

Respectfully submitted,
Ellen B. Miller

Approved


Frederick N. Williams, Chair

3-7-2019
Date


Ellen B. Miller